



# CITY OF KNOXVILLE

## PARKS AND RECREATION

### CASWELL PARK

620 Winona Street \* Knoxville, TN



### AMENITIES

- 4 Baseball/Softball Fields
- Concession Stand
- Restrooms
- Pavilion with meeting room, 4 scorekeeper rooms, private restroom, etc.
- Playground
- Parking-504 Spots (25 Handicap Accessible)



# **CASWELL PARK**

## **620 Winona Street \* Knoxville, TN**

### **HISTORY**

**Caswell Park** provides a wealth of recreation to East Knoxville. The softball complex offers 4 large softball fields with lights. The complex also features the Sam Anderson Pavilion, which was designed to coincide with the architecture of the area's neighborhood homes. The pavilion is surrounded by a wrap-around porch with rocking chairs, and has concessions, restrooms, and a top-of-the-line press box.

### **DIRECTIONS**

**Directions to Caswell Park:** On I-40, take the Hall of Fame Drive exit. Head south on Hall of Fame Dr.; turn left onto Fifth Ave. or Magnolia; turn left onto Winona Ave.; ballpark will be on the right.

### **PARK RULES & REGULATIONS**

The Knoxville Parks and Recreation Department has the following rules for Caswell Park that are expected to be followed by all users of the facility.

- No Alcoholic beverages (including parking lots, surrounding area, etc.)
- No pets
- No knives or explosives
- No outside coolers (1 per team allowed)
- No outside food or beverages
- No profanity or loud threatening language
- No hitting into the fences
- No tobacco products
- No individuals under 14 years old to be in the scorers tower
- All warm ups must be done in the outfield or other designated area(s)
- Games may not begin before 8:00AM and can not start a game after 10PM

# **CASWELL PARK**

## **620 Winona Street \* Knoxville, TN**

### **Who do I contact to reserve Caswell Park?**

Reserving the fields, course, etc.—Jerry Dills 865-215-1407

Reserving the Picnic Shelter by the Playground—Kenny Jackson 865-215-1413

### **Can we use the concession stand?**

Knoxville Parks & Recreation will operate the concession stand. Please contact Jerry if you are interested in having snow cones or other food vendors to discuss.

### **Can vendors set up (to sell t-shirts, food, merchandise)?**

Yes. Please discuss with KPRD before the event. The tournament will be charged \$50 per day for each vendor.

### **What can I expect with the restrooms?**

The restrooms have 5 stalls in each. Field Supervisors have access to refill paper supplies when needed.

### **Are there places to plug in to use the electricity?**

Yes, there are many places to utilize electricity. There are 3 outlets available on the ground level of the pavilion. There are many outlets in the scorer's tower.

### **Can we charge an admission fee?**

Yes. During rentals, the host may charge admission to their event.

### **Is water available?**

Yes. There are water fountains in each dugout as well as water fountains and water

### **Is wireless internet available?**

Yes. Wireless internet is available to the tournament director and staff. The code may not be given to coaches, players, parents, etc.

### **Where may our coaches, parents, and/or parents park if the lot is full?**

Patrons may park at the parking lots across Winona Street. This includes the parking lot by the playground as well as the parking lot by the O'Connor Center. Cars parked illegally on the street or in grassy areas may be ticketed or towed.



## **CASWELL PARK BASEBALL/SOFTBALL COMPLEX POLICY MANUAL**

**(Updated November 2015)**

The Caswell Park Baseball/Softball Complex is a state of the art, four-field baseball/softball facility built for both the citizens of Knoxville and out of town guests for their recreational use and enjoyment. Below is a list of policies that apply to the use of this facility. Groups and/or individuals who wish to use this facility on a short-term basis must abide by these policies. Any questions regarding these policies should be directed toward the City of Knoxville's Parks and Recreation Department (KPRD).

### **INSURANCE REQUIREMENTS:**

Any group wishing to rent all or part of this facility, shall have written proof of insurance (minimum of **\$1,000,000 per incident / \$2,000,000 aggregate coverage**) and have the City of Knoxville specifically named as an additional insured. This written proof must be provided to KPRD before the tournament may begin.

### **DEPOSIT FEE:**

A deposit check of \$250 must be provided once a "Facility Request Form" has been submitted and approved by the Athletic Coordinator. This deposit will be applied toward the final total cost due to the City of Knoxville for use of the complex. Please make checks to "City of Knoxville" and mail to the address at the end of this form. **All deposits are non-refundable, except in the case of a cancellation due to weather where the entire tournament is "washed out".**

### **UMPIRES:**

Tournament staff shall provide umpires for the event. Umpires must be registered and in good standing with the particular group they are representing. Umpires must be properly attired at all times. An "umpire in charge" will be designated as the primary contact with the KPRD "Field Supervisor". KPRD reserves the right to approve all umpires used for games played at our facility. The Officials Coordinator will make this decision. KPRD prefers the use of local, qualified umpires to officiate games.

### **MANDATORY COMMUNICATION:**

Each Tournament Director is required to contact the KPRD Athletics Office by the Tuesday prior to rental date(s) by phone or appointment. The Tournament Director must submit their completed Field Set-Up Form by 3pm the Wednesday prior to the rental date(s). Issues related to officials, inclement weather policy, insurance, schedule, etc. may be discussed.

**KPRD will provide the following:**

**FIELD SUPERVISOR(S):** A "Field Supervisor" will represent the city's interest and make the final decision on such issues as playing conditions of the field, curfews, etc. The Field Supervisor will open the gate one hour before the first game unless requested otherwise.

**FIELD PREPARATION:** Before the field rental begins, the field will be prepared to play. This includes mowing the grass, striping the lines, dragging the field, placing of bases, etc. This will be done each morning of the rental before play begins.

**CONCESSIONS:** Concessions will be provided during the time that the fields are rented. A variety of food and drinks will be available for players and spectators to purchase. All food and drink concession rights remain with KPRD. **Outside coolers are not permitted inside Caswell Park except for 1 per team.**

**RESTROOMS:** Clean restrooms for men and women will be provided. The field supervisor will handle any plumbing problems.

**TRASH PICK UP:** City crews will empty trash daily. User groups/individuals are strongly encouraged to remind their participants to use the receptacles provided and not throw trash on the ground.

**User groups/individuals of Caswell will park are responsible for the following rules & policies:**

**TOURNAMENT DETAILS**

The tournament organizer shall oversee all aspects related to the tournament, such as:

**PROVIDING AN ON-SITE TOURNAMENT DIRECTOR**

This person is in charge of the tournament at all times & is not to be a coach, umpire, scorer, gate worker, etc. This person shall be over 18 years old.

- |                                     |   |
|-------------------------------------|---|
| • Scheduling Games                  | • Providing balls                             |
| • Scheduling and paying gatekeepers | • Providing tournament rules                  |
| • Scheduling and paying umpires     | • Advertising                                 |
| • Providing tournament brackets     | • Collecting gate fees or entry fees          |
| • Scheduling and pay scorekeeper    | • Adhering to items included in this document |
| • Provide trainers (encouraged)     |   |
| • Providing rain out policy         |   |

**PORTABLE MOUNDS:** Cleats are not permitted on the portable mound.

**FIELD DRYING AGENT:**

In case of inclement weather, the cost of field drying agent is \$8.00 per bag. Please know how much you want to spend on this material in advance.

## **CASWELL PARK RULES**

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- No hitting into the fences
- No tobacco products
- No individuals under 14 years old to be in the scorers tower
- All warm ups must be done in the outfield or other designated area(s)
- Games may not begin before 8:00AM and can not start a game after 10PM

***VIOLATORS OF THESE RULES WILL BE ASKED TO LEAVE THE PREMISES.***

### **INCLEMENT WEATHER POLICY:**

Each user group/individual will have a written "INCLEMENT WEATHER POLICY" on hand for their activity, in case of rain or other weather conditions that might delay or postpone games. There must be a plan of action that allows for speeding up play, or shortening the total number of games to be played in case there are long delays in scheduled games. The "INCLEMENT WEATHER POLICY" must be turned in with written proof of insurance and tentative schedule by Tuesday before the tournament. KPRD reserves the right to determine when the field is not playable. Under no circumstances is the field to be used for play when the field supervisor has determined that the conditions are unsafe for users or possibly harmful to the fields.

### **FEE SCHEDULE:**

The Tournament Director is responsible for the following fees:

**Baseball/Softball Fields:** \$100 per field per day (rental must include 2 + fields)

Tournaments beginning Friday evening (after 4pm) will only be charged for a half day rental of \$50 per field.

This cost includes preparing the field(s) for play each day

Daily fees are due if play begins on the field

**Field Drying Agent:** \$8.00 per bag

**Additional preparations:** \$25 per field for labor plus the City's cost for the conditioner

**Outside Vendors:** \$50 per day per vendor.

The City of Knoxville reserves the right to determine where vendors set up

**Concessions:** Directors may discuss an umpire food/drink tab with Concessions Manager. Any tab must be paid in full by the end of the event.

**Reserving Caswell Park & Knox Co. Sportspark** – Large tournaments scheduled at Caswell Park & Knox Co. Sportspark on the same weekend agree to pay the full rental amount if low participation results in using 1 or both parks less than anticipated.

### **RESERVATION REQUEST DEADLINE:**

October 31 for dates following year

## **INJURIES & MEDICAL EMERGENCIES**

Athletic Trainers or medical staff are not provided by KPRD. Tournaments Directors along with coaches and parents are ultimately responsible for properly handling all injuries and medical emergencies that may occur during the tournament. KPRD strongly encourages all Tournament Directors to have an emergency action plan and provide a trained medical professional or someone with CPR, First Aid, and AED training to be on site at all times to oversee all injuries and emergencies.

## **AED ON SITE**

An AED will be available in the Field Supervisor Room.

## **YOUTH SPORTS COACHES**

KPRD strongly encourages all youth sports organizations to require national background screenings on all coaches. It is the responsibility of the organization renting the park to oversee all aspects of approving or denying any coach.

## **STATE OF TENNESSEE LAWS RELATED TO YOUTH SPORTS**

The hosting organization shall be responsible for all requirements related to the State of Tennessee's Youth Sports Concussion & Head Injury & Sudden Cardiac Arrest legislation.

## **LIGHTNING POLICY**

If thunder is heard or lightning is seen, a mandatory game delay of 30 minutes will be enforced. All players, coaches, officials, and guests must leave the park and seek shelter in their vehicles. Staying in dugout the dugout, standings under the pavilion, or near the fields is not allowed. The park will be reopened 30 minutes after the last lightning strike. All are strongly encouraged to remain in their vehicles until the "all clear" has been given and the park gates are reopened.

## **PARKING**

Parking is permitted in designated areas only. Parking on or alongside Winona Street (or other public streets) or in grassy areas is prohibited. Illegally parked vehicles may be ticketed or towed. The City of Knoxville is not responsible for theft or damage to vehicles or contents

## **FOOD TRUCKS**

Food trucks must have a permit from the City of Knoxville as well as expressed written consent from KRPD to operate on park property.

## **VENDORS / ON-SITE SALES**

Tournament Directors may offer or partner with vendors. The tournament will be charged \$50 per day per vendor. KPRD must approve all vendors and reserves the right to determine the location of the vendor and reserves the right to discontinue vendor sales if necessary.

## **SUB-LEASING RENTALS STRICTLY PROHIBITED**

The rental agreement with an organization/person shall not be sub-leased or awarded to another organization/person.

## **ADHERANCE TO ALL LOCAL, STATE, & FEDERAL LAWS**

The Tournament Organizers shall adhere to all applicable local, state, and federal



# CITY OF KNOXVILLE

## PARKS AND RECREATION

### CASWELL PARK TOURNAMENT REQUEST APPLICATION

(Applications due by October 31 for following year dates)

Date of request \_\_\_\_\_

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_ Phone (Evening) \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Tournament Date(s) \_\_\_\_\_ (only one request per application)

Daily Game Start Times \_\_\_\_\_ Number of Teams \_\_\_\_\_

Tournament Classification \_\_\_\_\_

State/National Championship \_\_\_\_\_ Yes \_\_\_\_\_ No

Association/Affiliation \_\_\_\_\_

SOFTBALL \_\_\_\_\_ Youth \_\_\_\_\_ Adult

BASEBALL \_\_\_\_\_ 12-U \_\_\_\_\_ 10-U \_\_\_\_\_ 8-U

Slow Pitch \_\_\_\_\_ Fast Pitch \_\_\_\_\_

#### SERVICE REQUESTED

Number of fields requested 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

Admission (gate) \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, what will be the cost?) \_\_\_\_\_

Souvenir Sales \_\_\_\_\_ Yes \_\_\_\_\_ No

Meeting Room Needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

How many vendors? \_\_\_\_\_

#### FOR OFFICE USE ONLY

Date request received \_\_\_\_\_





## CASWELL PARK FIELD SET-UP

(To be completed and returned to KPRD Athletics with insurance policy by 3pm Wednesday before your reservation at Caswell Park)

TOURNAMENT NAME: \_\_\_\_\_

DATE(S) OF TOURNAMENT: \_\_\_\_\_

TYPE OF TOURNAMENT: YOUTH: \_\_\_\_\_ ADULT: \_\_\_\_\_  
(Please check all that apply)

FAST PITCH: \_\_\_\_\_ SLOW PITCH: \_\_\_\_\_ BASEBALL: \_\_\_\_\_

### TOURNAMENT FIELD PREPARATIONS:

FIELD # 1 FIELD # 2 FIELD # 3 FIELD # 4

BASE DISTANCE \_\_\_\_\_

PITCHING DISTANCE \_\_\_\_\_

FENCE DISTANCE \_\_\_\_\_

DATE: \_\_\_\_\_ GATES OPEN: \_\_\_\_\_ START TIME: \_\_\_\_\_ ESTIMATED STOP TIME: \_\_\_\_\_

DATE: \_\_\_\_\_ GATES OPEN: \_\_\_\_\_ START TIME: \_\_\_\_\_ ESTIMATED STOP TIME: \_\_\_\_\_

DATE: \_\_\_\_\_ GATES OPEN: \_\_\_\_\_ START TIME: \_\_\_\_\_ ESTIMATED STOP TIME: \_\_\_\_\_

**\* IN CASE OF INCLEMENT WEATHER, PLEASE PROVIDE YOUR PLAN (i.e. Play ASAP, Wait it out, etc.)** \_\_\_\_\_

TOURNAMENT DIRECTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

# CERTIFICATE OF LIABILITY INSURANCE

Please submit copy by Wednesday before your tournament

## SAMPLE BELOW

ACORD <small>TM</small> CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY)	
PRODUCER  Premier Insurance - 584-4352 Bradley Insurance - 281-7722 Brooke Agency - 588-9744		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED  Your Organization		INSURERS AFFORDING COVERAGE		NAIC #	
		INSURER A:			
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
<b>COVERAGES</b>					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR ADD'L TR. INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRG-JECT <input type="checkbox"/> LOC				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC/STATUTORY LIMITS <input type="checkbox"/> OTH. ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS					
CERTIFICATE HOLDER  City of Knoxville Parks and Recreation Division 917A E 5th Ave Knoxville, TN 37917			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		

# CASWELL PARK RENTAL INVOICE

(Daily Field Rental)

\$100.00/Field/Day

\$50.00/Field/Day for Friday if begin after 4pm

Tournament Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

To: \_\_\_\_\_

Contact \_\_\_\_\_

Organization: \_\_\_\_\_ H) \_\_\_\_\_ C) \_\_\_\_\_

Friday, \_\_\_\_\_

Field #1 + \_\_\_\_\_

Field #2 + \_\_\_\_\_

Field #3 + \_\_\_\_\_

Field #4 + \_\_\_\_\_

Vendor Fee (\$50.00/vendor/day) + \_\_\_\_\_

Turf ( #Bags x \$8.00) + \_\_\_\_\_

Saturday, \_\_\_\_\_

Field #1 + \_\_\_\_\_

Field #2 + \_\_\_\_\_

Field #3 + \_\_\_\_\_

Field #4 + \_\_\_\_\_

Vendor Fee (\$50.00/vendor/day) + \_\_\_\_\_

Turf ( #Bags x \$8.00) + \_\_\_\_\_

Sunday, \_\_\_\_\_

Field #1 + \_\_\_\_\_

Field #2 + \_\_\_\_\_

Field #3 + \_\_\_\_\_

Field #4 + \_\_\_\_\_

Vendor Fee (\$50.00/vendor/day) + \_\_\_\_\_

Turf ( #Bags x \$8.00) + \_\_\_\_\_

TOTAL \_\_\_\_\_



## **Knoxville Parks & Recreation Department Policy Manual Acknowledgment Form**

I hereby confirm the reading and full understanding of the KPRD Caswell Park Policy Manual and agree to follow and abide by all guidelines, stipulations, policies, and procedures as set forth in this document. I will also ensure that all individuals acting on behalf of myself or the (organization name) \_\_\_\_\_ are aware of and are in full understanding and agreement with the terms and conditions of this document.

Location of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Tournament Director Name: \_\_\_\_\_

Tournament Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed acknowledgment form to:

Aaron Browning, Athletic Coordinator  
Knoxville Parks & Recreation Department  
917A East 5<sup>th</sup> Avenue  
Knoxville, TN 37917  
[abrowning@knoxvilletn.gov](mailto:abrowning@knoxvilletn.gov)